



**SCHOOL OF EDUCATION
VIRTUAL CAMPUS**

Mission: Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

Course: CTED 3321 VC01

Title: Principles of Supervision for Education and Training

Instructor: Suzanne Kimball

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Term and dates: Winter Term: November 13, 2017 – February 17, 2018

Thanksgiving: November 20-24, 2017

Christmas: December 20 – January 2, 2018

Martin Luther King: January 15, 2018

Online: <https://wbu.blackboard.com/>

Office hours: Email response within 24 hours, usually less. You may leave messages/texts on my cell phone at any time.

Catalog description Perspectives regarding supervision in the workplace; supervisory activities that meet the needs of adults; practice using techniques

Prerequisite None

Course Outline

PART I: DEFINING SUPERVISION AND SUPERVISORY CHALLENGES

1. Supervision Fundamentals
2. Supervision Challenges

PART II: PLANNING, ORGANIZING, STAFFING, CONTROLLING, AND DECISION MAKING

3. Planning and Goal Setting
4. Organizing
5. Staffing and Recruiting
6. Controlling
7. Problem Analysis and Decision Making

PART III: MOTIVATING, LEADING, COMMUNICATING, AND DEVELOPING

8. Motivating Followers
9. Leading Followers
10. Communicating Effectively
11. Developing Groups

PART IV: APPRAISAL, SAFETY, NEGOTIATION, CHANGE, AND LABOR RELATIONS

- 12. Performance Appraisal
- 13. Workplace Health and Safety
- 14. Conflict, Politics, Discipline, and Negotiation
- 15. Change Management
- 16. Supervision and Labor

Resources

Robbins, Stephen, DeCenzo, David, Wolter, Robert. (2016). Supervision Today (8th ed.). Pearson. ISBN 13: 978-0-13-388486-9

Access to WBU Learning Resources www.wbu.edu/lrc

Course Competencies

- Students will exhibit continuing growth in the development of interpersonal and technology skills
- Students will demonstrate understanding of supervisory skills
- Students will define key concepts presented in the course, i.e., characteristics of leadership, conflict resolution, problem solving, legal and ethical practices, and community service
- Students will develop and utilize critical thinking and problem solving skills
- Students will recognize and understand the unique challenges inherent in supervision of the workplace

Course Competencies Assessments

- Completion of chapter review questions. Due on Mondays, midnight CST.
- Completion of tests that will be administered on Blackboard. Tests will be open book and timed and not proctored.
- Complete project.
- Participation in Discussion Board topics posted in the discussion board. Students are expected to post significant, substantive responses that indicate research, reflective thinking and practical experiences on textbook content and related topics. Original response is due on Fridays, midnight; Responses to others due on Mondays, midnight, CST.

EVALUATION: University Grading System (see Catalog)

A	90-100	Cr for Credit
B	80-89	NCR No Credit
C	70-70	I Incomplete*
D	60-69	W for withdrawal
F	below 60	
WP	Withdrawal	Passing
WF	Withdrawal	Failing
IP	In Progress	
X	No grade given	

A grade of "CR" indicates that credit in semester hours was granted but no grade or grade points were recorded. *A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term.

Evaluation

Course grade will be determined by using the following point system:

Discussion Board (DB) (6)	120 points (20 points each)
Chapter Assignments (16)	160 points (10 points each)
Midterm exam	100 points
Final exam	100 points
Project	120 points

A = 550 -600 points

B = 500 -549 points

C = 450 -499 points

D= 400 - 449 points

F = 399 and below

Attendance Policy

Online Students - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.

1. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.
5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

Instructor's Additional Policies

All assigned work must be submitted when due. Late work may not be accepted unless previous arrangements/notification has been made. If accepted late, point value may be reduced. Discussion Boards are not accepted late.

Instructor's note: The advantage on online learning is the asynchronous environment. In other words, class time is at the student's convenience. Along with this convenience comes a tremendous responsibility. The student must be organized and self-motivated to stay current in all assignments. The management software on Blackboard allows tracking the times that the students log in and participate. All assignments have deadlines for submission.

Academic Honesty

University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

Plagiarism

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness." - Source:

<http://www.spjc.cc.fl.us/webcentral/admit/honesty.htm#plag>

Disabled Persons

It is University policy that no otherwise qualified person with disabilities be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. It is the responsibility of the student to disclose and to provide documentation pertaining to the disability so that appropriate modifications may be made.

Week	Date	Assignments to do this Week Discussion Board(DB) Chapter Review Questions (RQ)	Textbook Reading for the Week	Assignments due this Week Mondays, midnight CST Original post on Discussion Board are due on Fridays, midnight CST Responses to others due on Mondays midnight CST
1	11-13-17	Read the Syllabus, DB #1, RQ #1	Chapter 1	
		Thanksgiving		
2	11-27-17	DB #2, RQ #2, RQ#3	Chapter 2 and 3	DB#1 , RQ#1
3	12-4-17	DB #3, RQ#4	Chapter 4	DB #2, RQ#2, RQ#3
4	12-11-17	DB#4,RQ#5, RQ#6 Begin Project	Chapter 5 and 6	DB #3, RQ#4
	12-20-17	Christmas		
5	1-3-18	RQ#7, RQ#8 Midterm	Chapter 7 and 8	DB#4, RQ#5, RQ#6
6	1-8-18	RQ#9, RQ#10	Chapter 9 and 10	Midterm, RQ#7, RQ#8
	1-15-18	MLK Holiday		
7	1-16-18	DB#5, RQ#11, RQ#12	Chapter 11 and 12	RQ #9, RQ # 10
8	1-22-18	DB #6, RQ#13, RQ#14	Chapter 13 and 14	DB #5, RQ#11, RQ#12
9	1-29-18	RQ#15, RQ#16	Chapter 15 and 16	DB # 6, RQ#13, RQ #14, Project
10	5-5-18	Final Exam		RQ#15, RQ#16
11	5-12-18	Smile		Final Exam